

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
OFFICE OF THE COMMISSIONER

EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY ANALYST 2 - #OC102171

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public, State Employees

**Location:** 410 Capitol Avenue Hartford, CT 06106

**Job Posting No:** OC102171

**Hours:** Monday - Friday 8:30am to 4:00pm, Full-time, 35 hours per week

**Salary:** \$68,584.00

**Posting date:** June 28, 2012      **Closing Date:** July 4, 2012

**Eligibility Requirement:**

Candidates must have applied for and passed the Information Technology Analyst 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**DUTIES INCLUDE:** This position is primarily responsible for technical implementation and management of Electronic Medical Record (EMR) and Learning Management Systems (LMS). Performs services related to application analysis and development in support of agency's moderately complex technical needs. Will be responsible to complete the following tasks: Analyze, design and develop specifications for software functionality to meet specific business needs of State-operated facilities and levels of care within DMHAS healthcare environment; Collaborate with vendors, systems developers, programmers and the user community to analyze efficient business processes; Develop standard business practices for system administrators and users; Create action plans for development of EMR and efficient integration of software within healthcare delivery systems; Evaluate business needs for report, screen, and form designs in collaboration with administrative and clinical staff; Create and edit reports using SQL tools or other report writing tools; Provide training for both administrative and end user roles in use of application and report functionality;; Write comprehensive training/operational manuals for systems administrators and end users; Troubleshoot complex software issues for EMR and LMS where solutions are not available in vendor documentation materials; Create test files and test within Staging/Testing environment; Identify, troubleshoot and coordinate installation of application packages, releases and upgrades; Provide basic database support and troubleshooting for EMR and LMS applications; Act as point of contact for EMR and LMS technical resolution of problems and emerging needs

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**DMHAS/Human Resources 4<sup>th</sup> Floor**  
**410 Capitol Avenue,**  
**Hartford, CT 06106**  
**Fax: (860) 418-6697**  
**[Edra.Knight@ct.gov](mailto:Edra.Knight@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.